



System Administrator at global EC company Exclusive job

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Job ID

1477199

Industry

Internet, Web Services

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Chiba Prefecture

Salary

5 million yen ~ 7.5 million yen

Refreshed

August 27th, 2025 06:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Configuration, Customization and Monitoring:

- Maintain user roles, permissions, and access controls in Coupa.
- Monitor system performance, troubleshoot issues, and implement solutions
- Configuring workflows, approval chains
- Monitor and Maintenance of Integrations.
- UAT Testing and implement system upgrades and enhancements.

Customer Support:

- Provide end-user support and training to ensure effective utilization of the Coupa platform
- Engage with business stakeholders to gather requirements and understand their needs and troubleshoot their issues
- Provide mentorship and guidance to system analysts and end-users, sharing expertise and best practices to enhance system usage across the organization

Documentation and Training:

- Develop and maintain documentation related to system configurations and processes.
- Providing end-user training and support to ensure effective utilization of the various platforms.

Maintain SOX accuracy and integrity

- Ensure understanding of SOX requirements related to financial data integrity, access controls and audit trails within the Procurement Systems
- Maintain Documentation and Reporting evidence for SOX Controls
- Create and manager user accounts, profiles and permissions, ensuring appropriate access levels and security settings are in place

Required Skills

Technical Proficiency: Basic understanding of System Architecture, configuration options and administration tools

Problem-Solving: Ability to troubleshoot technical issues, propose effective solutions and develop an action plan

Analytical: Capacity to document business requirements, evaluate solutions and translate them into a systems configuration

Communication: Excellent verbal and written communications skills to collaborate effectively with stakeholders at all levels of the organization

Project Management: Manage multiple priorities in a fast-paced environment. Set expectations and deliver results within established timeline

Company Description